

2007 SFER Workshop Presentation Guidelines

Before you begin. . .

Simple guidelines for a great presentation:

Remember that the purpose of the presentation is to address comments made on your Chapter by the SFER Peer Review Panel and others. Presentations should be tailored to address an informed audience and therefore it is not necessary to provide a detailed explanation of your chapter's subject. Use handouts to provide this type of detailed information. The Panel and other audience members will appreciate a concise presentation that addresses the specific points. Those that require more information will be happy to have the handouts for references.

1. Use a limited number, 4 or 5 bullets per page-to maintain visibility on the monitors.
2. *Readability is important.* Use multiple slides as opposed to cramming everything.
3. We recommend smallest size for the body text font is best at 28-32. 32 and larger for Title Text, although 28 is also fine for a better fit.
4. DO NOT shadow your text fonts! Only use shadows for Title Text, and always use a black shadow—not gray.
5. Limit the overall presentation to no more than about 20 slides, maybe a few more for a highly readable presentation.
6. Use photos and images sparingly and usually only to make a point not for decoration.
7. Make sure that graphs and charts are large and readable and that there is a **title** on them. Axis text should be as large as possible, and the chart or graph should also be provided in a handout.
8. For this workshop, provide detailed information related to your presentation in handouts. This is more appreciated by your audience and will be better retained by them than giving all the details in a presentation. Refer them to your handouts as you need to.
9. Provide a copy of your presentation in a handout with “notes” fields.
10. To begin using the templates, start by editing the **MASTER VIEW**, located on the top menu bar under “view”, “master”, slide master”, and identifying your Chapter at the bottom right of the slide. This will appear on every slide.
(NOTE - There are two master slides to be edited)

***** If you need assistance or would like a final review of your presentation, contact
Trudy Morris Stein, ERA xt 6569***